

# Written Productivity Profile

## Worksheet 1

# Data Collection Worksheet

Date of Assessment: \_\_\_\_\_

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Evaluator: \_\_\_\_\_

### 1. Handwriting Assessment LPM WPM

Alphabet			Handwriting observations:
Sentence copy			
Dictated sentence			
Independently composed sentence			

### 2. Keyboarding Assessment LPM WPM

Alphabet			Handwriting observations:
Sentence copy			
Dictated sentence			
Independently composed sentence			

### 3. Spelling

Developmental Spelling Levels	Number of Words at this Developmental Level	Spelling observations:
1. Prephonetic		
2. Consonant Frame		
3. Phonetic		
4. Transitional		
5. Conventional		

### 4. Writing Traits

Six-Traits Analysis	Six-Trait Scores		Observations on Writing Traits:
	Sample #1	Sample #2	
Ideas			
Organization			
Voice			
Word Choice			
Sentence Fluency			
Conventions			

**Assistive technology options to consider:**

**Summary:**

# Written Productivity Needs Assessment

## Worksheet 2

Date of Assessment: \_\_\_\_\_

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Teacher completing form: \_\_\_\_\_

1. Does this student have difficulty with written work? Yes \_\_\_\_\_ No \_\_\_\_\_

2. What is the student's primary means of written communication?

\_\_\_\_\_ manuscript (printing) \_\_\_\_\_ cursive \_\_\_\_\_ typing other \_\_\_\_\_

3. Approximately what percentage of the student's writing is legible? \_\_\_\_\_

4. Please check areas of difficulty with handwriting:

\_\_\_\_\_ speed of writing: Too slow \_\_\_\_\_ Too fast \_\_\_\_\_

\_\_\_\_\_ letter formation

\_\_\_\_\_ spacing between letters/words

\_\_\_\_\_ use of lines

\_\_\_\_\_ other (specify) \_\_\_\_\_

5. What percentage of the student's written work contains correct spelling? \_\_\_\_\_

6. Is handwritten work completed in the same time frame as peers? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Is endurance a problem with written work? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Is the student able to copy from the board? Yes \_\_\_\_\_ No \_\_\_\_\_

9. Is the student able to copy from a desk copy? Yes \_\_\_\_\_ No \_\_\_\_\_

Please check the type of written work used during the school day, the approximate amount of time spent on this, and whether this student is successful in completing this type of written work:

	Time Spent	Successful? yes/no
_____ Fill-in-the-blank worksheets	_____	_____
_____ Short answers (phrases/single sentence)	_____	_____
_____ Short in-class assignments (1 to 4 paragraphs)	_____	_____
_____ Reports or longer writing assignments (more than 1 page)	_____	_____
_____ Note taking	_____	_____
_____ Written homework	_____	_____

What handwriting modifications or alternatives are being used?

Successful? (yes/no/sometimes)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Adapted with input from N. Farley and M. Kaplan*

# Student Handwriting Worksheet

## Worksheet 3

Date of Assessment: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Letters of the alphabet:

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Copied sentence:

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Dictated sentence:

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Composed sentences:

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# Written Productivity Profile

## Worksheet 4

Student: \_\_\_\_\_ Date of Report : \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Chronological Age: \_\_\_\_\_ Student ID # \_\_\_\_\_

School: \_\_\_\_\_ County/State: \_\_\_\_\_

Student's Native Language: \_\_\_\_\_ Grade: \_\_\_\_\_ Program: \_\_\_\_\_

Examiner: \_\_\_\_\_ Date(s) of Assessment: \_\_\_\_\_

### Purpose:

### Background Information:

### General Observations:

### Written Productivity Profile

#### 1. Handwriting Profile:

#### 2. Keyboarding Profile:

#### 3. Spelling Profile:

#### 4. Writing Traits:

### Summary and Recommendations:

### Assistive Technology Considerations: